



This Schedule Supersedes Schedule #C-604
Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-696

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY Anne Arundel County Dept of Utilities DIVISION Admin Training Office

Item No.	Description	Retention
1	<u>CERTIFICATION</u> Applications for certification, formulas for math, applications sent to the State Board, certification memos, certification practice exam questions, certification profile, certification regulations, letters to the Operators, license renewal, superintendents license.	RETAIN 3 YEARS THEN DESTROY.
2	<u>BUDGET</u> Budget preparation data.	RETAIN 3 YEARS THEN DESTROY,
3	<u>PURCHASING/FINANCE</u> Copies of documents, requisitions, etc., invoicing processed for payments, purpose is to easily access backup info. when problem arises with ordering supplies, materials, and equipment, or in the payment of invoices to check authorization for payment has been processed. Also used for backup supporting documentation for budgetary matters.	RETAIN 2 FISCAL YEARS FOLLOWING COMPLETION, THERE AFTER DESTROY,

Schedule Approved by
Records Management Officer

8-29-92
Date

Roxana C. Seacamp
Signature

Schedule Approved by
Chief Administrative Officer

9/8/92
Date

David H. Smith
Signature

Schedule Approved by
Agency, or Division Representative

8/26/92
Date

Ellen D. Peterson
Signature

Schedule Approved by
State Archivist

10/19/92
Date

J. H. Smith
Signature



ANNE
ARUNDEL
COUNTY
MARYLAND

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

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Item No.	Description	Retention
4	<p><u>TRAINING PROGRAMS</u></p> <p>A. Files on training program offered by the Training Office. Included in these files are course description, attendance rosters, cost analysis, agreements, evaluations, etc.</p> <p>B. Master Training File: Training program data on all personnel in the Department. These records are kept on the System 36.</p>	<p>RETAIN 3 YEARS THEN DESTROY.</p> <p>RETAIN: ONGOING RECORDS BACKED OFF TO A HARD DISK. KEEP 3 CURRENT YEARS ON SYSTEM, DELETE 2 YEARS AFTER TERMINATION.</p>
5	<p><u>DIRECTOR'S CONFERENCE</u></p> <p>Information on Director's Conference held in past and present.</p>	<p>RETAIN PERMANENTLY; PERIODICALLY TRANSFER TO STATE ARCHIVES.</p>

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department

Anne Arundel County Department of Utilities

2. Division Administration Division

3. Unit Training Office

Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

.1 Certification Series

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Applications for Certification, formulas for math, applications sent to the State Board, certification memos, certification practice exam questions, certification profile, certification regulations, letters to the operators, license renewals, superintendent license.

Form Name(s)

Form Numbers

Applications for Certification N/A

Applications sent to the State Board N/A

purpose of having the Certification series is to keep our Operators Certified, and maintain all state requirements.

(Note: Use a separate inventory sheet for each Record Series)

Present Volume on Hand (No. of file drawers)

one file drawer on hand

Estimated Accumulation (Yearly)

15 file Folders a Year in this drawer.

7. Audit Requirements

State ☒

Federal ☐

Independent ☒

Internal ☒

External ☐

Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year ☒ H ☐ M ☐ L

After 1. Yr, ☒ H ☐ M ☐ L

After what year does activity become LOW N/A

Could Record Series be stored in the State Records Center.

YES ☐

NO ☐

10. Recommended Retention:

Keep the same

When: _____

Inventory prepared by Cathy Close
(Print Name)

Date: August 6, 1992

Telephone Number: 222-7530

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department

Anne Arundel County Department of Utilities

2. Division Administration Division

3. Unit Training Office

Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

.2 Budget Series

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Budget preparation data

Form Name(s)	Form Numbers
Performance Indicators	N/A
Descriptive Comments	N/A
Appropriation Summary	N/A

The purpose of having the Budget series is to plan for upcoming fiscal years and to plan for the amount of money for each sub item in the account that you will need for that year.

(Note: Use a separate inventory sheet for each Record Series)

Present Volume on Hand (No. of file drawers)

1/2 file drawer

Estimated Accumulation (Yearly)

2 file folders per Fiscal Year

7. Audit Requirements

State ☒

Federal ☐

Independent ☒

Internal ☒

External ☐

Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year H ☒ M ☐ L

After 1. Yr. H ☐ M ☒ L

After what year does activity become LOW _____

Could Record Series be stored in the State Records Center.

YES ☐

NO ☐

10. Recommended Retention:

Keep the same

When: _____

Inventory prepared by Cathy Close
(Print Name)

Date: August 6, 1992

Telephone Number: 222-7530

DEPARTMENT OF GENERAL SERVICES
Records Management Division

AGENCY RECORDS INVENTORY

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1. Department

Anne Arundel County Department of Utilities

2. Division Administration Division

3. Unit Training Office

Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

.3 Purchasing / Finance Series

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Copies of documents, requisitions, etc., invoicing processed for payments.

The purpose of having the Purchasing/Finance series is to easily access backup information when problems arise with ordering supplies, materials, and equipment, or in the payment of invoices to check authorization for payment has been processed. Also used for backup supporting documentation for Budgetary matters.

(Note: Use a separate inventory sheet for each Record Series)

Present Volume on Hand (No. of file drawers)

1/4 drawer file on hand

Estimated Accumulation (Yearly)

1 Binder then transferred to file
folder at end of fiscal year

7. Audit Requirements

State ☒

Federal ☐

Independent ☒

Internal ☒

External ☐

Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)

Current Year ☒ H ☐ M ☐ L

After 1. Yr. ☐ H ☐ M ☒ L

After what year does activity become LOW _____

Could Record Series be stored in the State Records Center.

YES ☐

NO ☐

When: _____

10. Recommended Retention:

Keep the Same

Inventory prepared by Cathy Close
(Print Name)

Date: Aug. 8, 1992

Telephone Number: 222-7530

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Records Management Division

AGENCY RECORDS INVENTORY

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1. Department Anne Arundel County Department of Utilities	2. Division Administration Division 3. Unit Training Office
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Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

4 Training Programs Series

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Files in training programs offered by the training office. Included in these files are course description, attendance rosters, cost analysis, agreements, and evaluations, etc..

The purpose of having these are to keep the operators certified. By having what classes they attend on file, the training office can keep track of what amount of hours they need to keep their certification, and make sure they meet the state's requirements.

(Note: Use a separate inventory sheet for each Record Series)

Present Volume on Hand (No. of file drawers) <u>three file drawers on hand</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input type="checkbox"/>
Estimated Accumulation (Yearly) <u>fifteen a year</u>	Internal <input checked="" type="checkbox"/> External <input type="checkbox"/>
Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)	
Current Year <input checked="" type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L After 1. Yr, <input checked="" type="checkbox"/> H <input type="checkbox"/> M <input type="checkbox"/> L	After what year does activity become LOW <u>after 3 current years</u>
Could Record Series be stored in the State Records Center. YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	10. Recommended Retention: <u>Keep current 3 years on system. Delete 2 years after Termination.</u>
Inventory prepared by <u>Cathy Close</u> (Print Name)	Date: <u>Aug. 6, 1992</u>
Telephone Number: <u>222-7530</u>	

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Records Management Division

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Record Series and Title: (Def. A group of records filed as a unit, used as a unit, and which may be transferred or disposed of as a unit.)

.5 Director's Conference Series

Description: (Give a brief description of a typical folder; include content, purpose, and form name(s) and number(s).)

Information held in past and present on Director's Conference.

This information is held for permanent use for the Director of Utilities to view and use for upcoming conferences and to talk about with his manager's on regular basis.

(Note: Use a separate inventory sheet for each Record Series)

Present Volume on Hand (No. of file drawers) <u>1/2 File Drawer on hand</u>	7. Audit Requirements State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent <input checked="" type="checkbox"/>
Estimated Accumulation (Yearly) <u>2 file folders per year</u>	Internal <input checked="" type="checkbox"/> External <input type="checkbox"/>
Estimated Activity per File Drawer: (Activity Guide- HIGH (used daily); MEDIUM (once/twice monthly); LOW (less than once monthly).)	
Current Year <input checked="" type="radio"/> H <input checked="" type="radio"/> M <input checked="" type="radio"/> L After 1. Yr. <input type="radio"/> H <input type="radio"/> M <input type="radio"/> L	
After what year does activity become LOW <u>low until planning session starts for next conference.</u>	
Could Record Series be stored in the State Records Center. YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> records will be transferred to state When: <u>archive's approx. every 5 years.</u>	10. Recommended Retention: <u>Keep Permanent.</u>
Inventory prepared by <u>Cathy Close</u> (Print Name)	Date: <u>aug. 6, 1992</u>
Telephone Number: <u>222-7530</u>	